

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik (by phone), Frohling, Greshay, and Duchac

MEMBER EXCUSED: Schmidt

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 22, 2017 at 10:30 a.m. in meeting rooms 1H and 1I, located on the first floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Sheriff Dale Schmidt; Captain Scott Mittelstadt; Chief Deputy Scott Smith; William Ehlenbeck, Manager-Parks and Trails; Ruth Otto, Information Technology Director; John Bohonek, County Conservationist; Lori Fett, Highway Office Manager; Bernadette Mueller, Child Support Director; Karen Gibson, County Clerk; Kimberly Nass, Corporation Counsel; Patti Hilker, Treasurer; Bethany Castleberg, Insurance and Benefits Coordinator; Leann Schultz, Insurance and Benefits Coordinator; Julie Kolp; Finance Director; Tony Brugger, Captain/Jail Administrator; Phil McAleer, Assistant Director Physical Facilities; Russell Freber, Physical Facilities Director; Rebecca Bell, Human Services and Health Director; Monica Hooper, Division Manager Fiscal Support Services; Lynn Hron, Clerk of Courts; Jane Hooper, Clearview Administrator; Bill Wiley, Clearview Director of Finance; Amy Nehls, Emergency Management Director; Brian Field, Commissioner; Nancy Cirra, Representative with M3 Insurance.

Meeting called to order by Vice-Chair Frohling at 10:30 a.m.

Roll call was taken. All members present except Schmidt who was excused.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Frohling asked if anyone present had any public comments. None

Motion by Duchac to approve the regular session minutes of the August 1, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Hinze presented a request for sick leave donation for a Sheriff's Office employee who was on a medically-certified extended leave. Hinze explained that the employee has used all available paid time off.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Hinze introduced Nancy Cirra with M3 Insurance and stated that Cirra was in attendance to answer questions regarding the possibility of a consortia for health insurance and to answer questions regarding a potentially new Flexible Spending Account provider. Hinze reviewed the consortia concept, explained what has taken place to date, and presented the request for proposal results from M3 including cost comparisons and plan designs. Cirra and Hinze addressed questions from the Committee and attendees.

Hinze expressed that there have been numerous enrollment issues and employee complaints with the current Flexible Spending Account (FSA) provider, United HealthCare. Hinze explained that M3 assisted with a joint Request for Proposal with Jefferson County for FSA providers. Hinze provided a comparison of the responding providers. Cirra and Hinze addressed questions from the Committee and attendees. It was the consensus of the Committee to recommend either Employee Benefit Corporation (EBC) or Diversified Benefit Services (DBS) and allow Human Resources to make a final recommendation to the Committee.

Hinze provided a proposal for increases to the 2018 Dodge County Miscellaneous Wage Scale. Hinze stated that the wages proposals were based on information from the department heads and have been included in the budget projections.

Motion by Duchac to approve the 2018 Dodge County Miscellaneous Wage Scale as presented for budgetary purposes. Second by Frohling. Motion carried.

Hinze explained that the County is in the process of implementing the Performance and Compensation module with the Kronos Version 8 upgrade. Hinze explained that as result of designing the module, Kronos is unable to round overall scores at .85 as the performance evaluations form are currently rounding. Hinze proposed rounding overall scores within Kronos guidelines at .5 effective January 1, 2018. Hinze handed out samples of how this change would impact the overall scores. There was discussion regarding the current rounding and costs.

Motion by Frohling to approve changing the rounding rules on the Annual Performance Evaluation Forms to .50 effective January 1, 2018. Second by Duchac. Motion carried. Greshay voted against.

Mielke notified the Committee as information only that in order to more accurately describe the duties of the Clearview Administrator a title change was discussed by the Health Facilities Committee to Clearview Administrator Executive Director with the Committee indicating they were favorable to this change.

Mielke stated that a discussion occurred over three (3) years ago regarding consideration to combine all payrolls into one cycle; at that time it was postponed due to the start of the Kronos project. Mielke indicated that he has had discussions with Kolp regarding combining payrolls and the timing of implementation. Kolp indicated that she is currently researching the pros and cons of combining payrolls and will be presenting the finding in a report format. Hinze explained the current payroll cycles. Mielke stated that a recommendation will come forward at a future date, however, at this time the priority is making a determination for the health insurance carrier.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Utility II / Truck Driver
One (1) Human Resources Assistant (Clearview)

Highway
Human Resources

One (1) Account Clerk III	Human Services
One (1) Community Education Coordinator	Human Services
One (1) Meal Site	Human Services
One (1) Psychiatric Therapist II – Outpatient	Human Services

Motion by Greshay to approve the Personnel Requisitions. Second by Duchac. Motion carried.

Mindemann explained that an employee of Human Services and Health requested an extension of an intermittent General Leave of Absence from 09/03/17-03/03/18 for approximately one time per month to care for a sibling with a request to use sick time for the absences. Mindemann explained there is sufficient medical documentation.

Motion by Duchac to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried.

Mindemann presented a Medical Leave of Absence for consideration for an employee in the Sheriff's Office who exhausted available 2017 Federal and State Family and Medical Leave and requested a leave extension for a Medical Leave of Absence for 08/14/2017 through 08/21/2017. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Michael A. Momberg, Disability Benefit Specialist I, Human Services, \$20.04, DC05, ST03, 08/11/2017; Richard L. Leistekow, Survey and Mapping Specialist, LR&P, \$23.91, DC06, ST06, 10/02/2017; Jared J. Winter, Conservation Technician, Land & Water Conservation, \$20.92, DC06, ST01, 08/14/2017. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. RECLASSIFICATION – Megan Tobian, Human Resources Specialist, Human Resources, (Clearview), \$24.85, DC08, ST01, 08/02/2017. STEP INCREASE – Steven R. Seim, Court Commissioner, Circuit Court, \$38.63, DC13, ST05, 08/01/2017; Kelly M. Enright, Deputy Clerk of Courts, Clerk of Courts, \$19.91, DC04, ST07B, 08/23/2017; Amber M. Griswold, Deputy Clerk of Courts, Clerk of Courts, \$19.91, DC04, ST07B, 09/17/2017; Pamela J. Knapp, Account Clerk/Network Administrator, Clerk of Courts, \$21.66, DC05, ST06, 07/23/2017; Dawn E. Luck, Deputy Clerk of Courts, Clerk of Courts, \$20.88, DC04, ST09B, 08/15/2017; Shellie S. Schroeder, Deputy Clerk of Courts, Clerk of Courts, \$18.94, DC04, ST05, 09/30/2017; Robyn L. Warzala, Deputy Clerk of Courts, Clerk of Courts, \$18.94, DC04, ST05, 10/05/2017; Kathilynne A. Grotelueschen, Assistant Corporation Counsel, Corporation Counsel, \$33.05, DC11, ST04, 06/20/2017; Adam J. Enders, Equipment Operator East, Highway, \$21.12, DC05, ST05, 09/23/2017; John W. Griesmer, Mechanic, Highway, \$22.11, DC06, ST03, 09/20/2017; Shawn S. Grulke, Equipment Operator, Highway, \$23.56, DC05, ST10A, 08/08/2017; Jaime L. Payne, Account Technician, Highway, \$22.48, DC05, ST08A, 09/24/2017; Thomas P. Prust, Stock Clerk, Highway, \$23.31, DC04, ST14B, 09/06/2017; Tylor D. Reed, Utility II / Truck Driver West, Highway, \$19.42, DC04, ST06, 09/21/2017; Anthony E. Roethle, Facilities Operations Technician, Highway, \$24.10, DC05, ST11A, 08/29/2017; Randall O. Woock, Equipment Operator West, Highway, \$23.29, DC05, ST09B, 08/17/2017; Beverly L. Behm, Customer Service/Support Specialist Aging, Human Services, \$17.55, DC02, ST13B, 09/06/2017; Amy J. Beranek, HSS – Economic Support, Human Services, \$29.11, DC09, ST04, 09/15/2017; Amy E. Booher, HSS –

Child & Adolescent Services, Human Services, \$32.06, DC10, ST05, 07/28/2017; Kimberly M. Braun, Social Worker II – CPS Ongoing, Human Services, \$27.14, DC07, ST08A, 07/24/2017; Sheila K. Drays, Division Manager Community Support, Human Services, \$40.84, DC14, ST04, 08/11/2017; Vicky L. Farley, Customer Service/Support Specialist Admin., Human Services, \$13.44, DC02, ST02, 09/19/2017; Jason E. Flanders, Psychiatric Therapist II Outpatient (MI), Human Services, \$28.35, DC09, ST03, 09/08/2017; Patricia A. Jacob, Transportation Clerk, Human Services, \$18.04, DC03, ST08B, 08/17/2017; Lori B. Lange, RN Public Health, Human Services, \$32.69, DC08, ST13A, 06/19/2017; Susan M. Neumann, RN Case Manager – Community Support, Human Services, \$32.66, DC08, ST12B, 07/29/2017; Kristine Schefft, HSS – Aging Services, Human Services, \$28.35, DC09, ST03, 08/03/2017; Danelle J. Spears, Customer Service/Operations Coordinator, Human Services, \$19.91, DC04, ST07B, 09/06/2017; Rebecca L. Vollmer, Customer Service/Support Specialist, Human Services, \$13.44, DC02, ST02, 07/29/2017; Susan A. Mueller, IT Trainer Social Media Coordinator, I.T., \$29.82, DC08, ST08B, 09/01/2017; David A. Addison, Senior Land Information Specialist, LR&P, \$32.31, DC08, ST12, 08/16/2017; Nicole M. Hoepfner, Land Information Systems Specialist, LR&P, \$21.52, DC06, ST02, 07/29/2017; Terry R. Ochs, Senior Land Use/Sanitarian Specialist, LR&P, \$31.95, DC08, ST11B, 08/07/2017; John A. Siedschlag, Mechanic III – Lead, Physical Facilities, \$24.85, DC07, ST04, 09/08/2017; Emily E. Novotny, Deputy Register of Deeds, Register of Deeds, \$17.18, DC03, ST06, 09/07/2017; Stacy K. Beaudry, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 09/11/2017; Kendelle L. Bowe, Correctional Officer, Sheriff, \$24.64, DC05, ST12A, 09/15/2017; Matthew S. Bublitz, Corporal – Jail, Sheriff, \$26.60, DC05, ST11A, 10/03/2017; Laurie L. Covington, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 08/01/2017; Denise L. Donegon, Correctional Officer, Sheriff, \$25.73, DC05, ST14A, 08/01/2017; Chad W. Enright, Lieutenant Patrol, Sheriff, \$35.35, DC10, ST09B, 08/01/2017; Mark M. Ketter, Corporal – Jail, Sheriff, \$26.90, DC05, ST11B, 10/03/2017; Kevin L. Kluck, Correctional Officer, Sheriff, \$25.73, DC05, ST14A, 08/04/2017; Krista Longseth-Roberts, Correctional Officer, Sheriff, \$19.50, DC05, ST02, 09/02/2017; William J. Miller, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 09/02/2017; Kyle S. Optez, Corporal, Sheriff, \$28.69, DC06, ST14B, 09/02/2017; Benjamin A. Plante, Correctional Officer, Sheriff, \$24.64, DC05, ST12A, 09/17/2017; James J. Rhode, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 09/02/2017; Jason Roy, Deputy Sheriff, Sheriff, \$31.25, SSU04, 6M42, 08/06/2017; Dustin Waas, Deputy Sheriff, Sheriff, \$29.51, SSU04, 4M30, 08/09/2017; Sandra J. Zuelsdorf, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 09/11/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

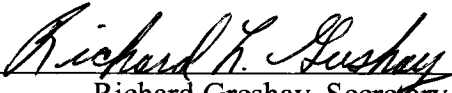
- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations.
- b) Hinze stated that the Committee had requested a review of compensatory time for three (3) highway employees. Hinze provided a compensatory earned and use report. There was a consensus to continue compensatory time for the three (3) employees for approval at the next Committee meeting.
- c) Hinze notified the Committee that management of the Sheriff's Office and Sworn Union agreed to settle the Grievance #2017-15 and that union withdrew the grievance.


Future Agenda Items: Health Insurance, Flexible Spending provider and compensatory time for Highway office staff.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **Tuesday, September 5, 2017 at 9:45 a.m. or after Executive Committee**

meeting which will be held in rooms 1H and 1I of the Administration Building and **Tuesday, September 19, 2017 at 9:00 a.m.** which will be held in room 4C of the Administrative Building and a special meeting on **Monday, September 11, 2017 at 9:00 a.m.** which will be held in rooms 1H and 1I of the Administration Building.

Meeting adjourned by order of the Vice-Chairperson at 12:27 p.m.


Richard Greshay, Secretary


David Frohling, Vice-Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.